



**Code: 6421**

Family: Public Relations and Creative Arts  
Service: Operation and Construction  
Group: Engineering, Designing, and Structural  
Series: Graphics and Reproduction

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## **CLASS TITLE: COORDINATOR OF PRINTING SERVICES - GRAPHICS**

### **CHARACTERISTICS OF THE CLASS**

Under general supervision, plans and directs printing, photocopier, and bindery services for the city's central Graphics and Reproduction Center, and performs related duties as required

### **ESSENTIAL DUTIES**

- Writes and prioritizes work order specifications and develops work schedules in order to meet project deadlines
- Prepares job estimates for incoming work orders
- Coordinates and monitors staff responsible for pre-press, preparation, pressroom, and binding operations
- Orders and maintains an inventory of printing materials and supplies
- Inspects printed materials to ensure that quality standards and job specifications are met
- Oversees the preventative maintenance of related machinery and ensures the cost effectiveness of repair services
- Manages high-volume color and black and white printing processes including a variety of bindery functions (e.g., folding, binding, numbering, cutting, drilling)
- Conducts and facilitates training for staff in the operation of new equipment
- Participates in the preparation of the unit's annual operating budget
- Prepares work activity reports

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

- Five years of offset printing, photocopying (both color and black and white) and bindery experience, of which one year is in a supervisory role related to responsibilities of the position, or an equivalent combination of education, training, and experience

#### **Licensure, Certification, or Other Qualifications**

- None

### **WORKING CONDITIONS**

- General office environment
- Reprographics/photocopier high volume production environment
- Exposure to fumes and dust
- Exposure to loud noise
- Exposure to cramped, noisy, dirty or unpleasant surroundings

**EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, scanners)
- Various printing presses (e.g., small offset, multi-color, large) and peripheral equipment
- Bindery equipment and devices (e.g., large scale, laminator, folders, large paper cutters)
- High volume, high speed photocopiers

**PHYSICAL REQUIREMENTS**

- No specific requirements

**KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS****Knowledge**

Considerable knowledge of:

- \*publication design and printing
- \*applicable computer software packages (e.g., Adobe Creative Suite, Enfocus PitStop)
- \*high volume, high speed photocopier equipment and large scale bindery devices
- \*applicable printing presses and related machinery

Moderate knowledge of:

- formatting styles and methods used in printing applicable publications
- applicable department and City programs, services, and resources

Some knowledge:

- supervisory methods, practices, and procedures
- budget preparation and planning

Knowledge of applicable City and department policies, procedures, rules and regulations

**Skills**

- \*ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- \*ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- \*MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- \*MANAGEMENT OF MATERIAL RESOURCES - Obtain and see to the appropriate use of equipment, facilities, and materials needed to do certain work
- \*TIME MANAGEMENT - Manage one's own time and the time of others
- \*INSTRUCTING - Teach others how to do something
- \*EQUIPMENT MAINTENANCE - Perform routine maintenance on equipment and determine when and what kind of maintenance is needed
- \*TROUBLESHOOTING - Determine causes of operating errors and decide what to do about it

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**Abilities**

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- COME UP WITH IDEAS - Come up with a number of ideas about a topic

**Other Work Requirements**

- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks

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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.

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City of Chicago  
Department of Human Resources  
August, 2015